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RECORDS SERVICES DIV.
GENERAL SERVICES OFFICE

4 March 1954

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ATTN

Chief, Logistics Office

Supply Division

Chief, Records Management Branch, MIS

Procurement of Correspondence Filing Cabinets

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1. This memorandum has been prepared to document the understandings reached in conversations which Mr. [REDACTED] of this office had with Mr. [REDACTED] of your office, and Mr. [REDACTED] of the Security Office.

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a. All future requisitions for correspondence cabinets to be procured for stock will be routed to the Records Management Branch, MIS for approval as to compliance with General Services Administration regulations. The certification of compliance for previous requisitions, including a current one #54-5591-4, was made by the Logistics Office. This certification is an assurance that this Agency has taken all possible action to transfer inactive records to records center facilities, and that available cabinets are being properly used for the housing of records. Only the Agency Records Officer can furnish this information and the General Services Administration will not process requisitions for cabinets without the approval of the Records Officer. The omission of the signature of the Records Officer on the current requisition caused the General Services Administration to bring the matter to our attention at this time.

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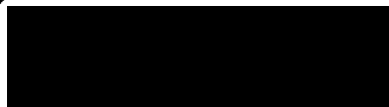
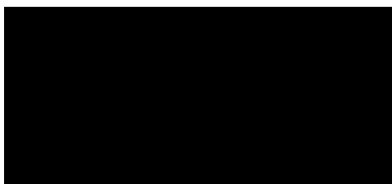
b. The Office of Security concurred with the issuance of Notice M5-250-3 dated 13 November 1953 which established cabinets without locks as the standard for issuance from stock when combination lock cabinets were not required. This concurrence was based on the assumption that cabinets without locks would be used in caged areas or outside caged areas for unclassified material only. In reviewing the matter with Mr. [REDACTED] on 25 February he indicated the Security Office felt some concern about the possibility that cabinets without locks would be issued and used outside of caged areas for the storing of restricted material regardless of regulations prohibiting it. He, therefore, felt that some control of the issuance of cabinets without locks should be established, and agreed to the following arrangement which Mr. [REDACTED] proposed. Building Supply Officers will check each requisition for cabinets and will issue cabinets without locks for use in caged areas only. Lock cabinets will be issued for use outside of caged areas. There are now in stock a number of cabinets with locks which can be used to honor request for cabinets for such use.

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c. On the basis of the agreement with the Office of Security, and our statement that most such cabinets are used in caged areas Mr. [REDACTED] agreed to amend the current order to eliminate the lock specified. These locks cost approximately \$5.00 each and would amount to a total of \$1500 for the 300 cabinets on order.

*100 little
200 legal*

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cc: Security Office